

EMPLOYEE HOUSEKEEPING PROCEDURES FOR THE ANTI-SKID/SALT SHED

These "Housekeeping Procedures" are meant to outline the care in handling, storage and removal of the Salt or Anti-Skid in this building. All Township personnel are to adhere to these procedures which shall help protect the environment and make a clean safe area in which to work.

1 General Building Care

- A.) There shall be at least 125 tons of salt and 250 tons of anti-skid stockpiled inside the building prior to the month of November.
- B.) When this material is delivered, it shall be immediately pushed up into a stockpile to the rear of the building by the Public Works Director who will mix salt with the stone prior to stockpiling.
- C.) No "wet" material shall be allowed in this stockpile. Any "wet material" including any material remaining after operations have been completed, shall be dumped to the front of the building where it can be turned over by a bucket until air dried or reloaded for the next storm event.
- D.) Immediately after all deliveries or during post storm procedures, the pad and any remaining floor space will be either swept by hand or mechanical means (2910 tractor) and any material picked up shall be handled according to section "B" and "C" above.

2 Storm Operations

- A.) The Public Works Director, prior to the loading of any trucks shall determine the mixture of salt to stone (anti-skid mix) and add any salt as he deems to be required and then notify the drivers of the type of operations that shall be preformed. At this time all facility lights shall be turned on until post storm procedures have been completed, or turned off at daybreak.
- B.) All trucks shall be loaded in the building or on the pad connected to the front of the building.
- C.) While loading the trucks, avoid "overloading" of the loader bucket; shake the bucket over the stockpile, to prevent this.
- D.) Do not overload the trucks and be sure to "tarp" your load prior to leaving the yard.
- E.) Any material spilled during loading operations, shall be collected up (any snow and debri included) and added to an outgoing load or in placed in accordance with # 1 section "C" above.

3 Post Storm Activities

- A.) At this time any spill which may have happened during operations throughout the Township, due to an auger jamming or the truck body "overlapping", shall be collected up entirely and brought back to the building and dumped on the pad according to # 1 section "C".
- B.) All trucks shall be emptied and any truck or piece of equipment that was used during Anti-Skid/Plowing Operations shall be cleaned with a shovel and a broom on the concrete pad and the material shall be handled according to # 1 section C.
- C.) At this time the building and pad shall be cleaned as in # 1 section C and D, and the tarp shall be pulled across the front of the building to prevent weather conditions from entering.

4 Spring Time Inspections

- A.) After the ground has dried enough, the crew shall inspect all around the shed, berms, driveways, and parking areas for earthen sections that are white from salt residue. If any sections are found, they shall remove the salt residue/earth combination and place into the stockpile for use next year.
- B.) Also the storage building and pads shall also be inspected for any type damage, which shall be documented, and then properly repaired prior to any material being stockpiled for the next winter. The building should be restocked during dry weather conditions and prior to the next years material bids being accepted.